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SECRET

5-7199

JUN 28 1954

11-27-78

By: [Redacted]

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Additional Positions for the Office of the Director,
Central Intelligence Agency

1. Attached as Tab A is a memorandum dated 20 May 1954 from the Director of Security requesting the establishment of four additional positions in the Office of the Director.

2. The additional positions will provide for the performance of the following functions:

- a. To assure the protection of personnel, material and matter of general security consideration within the immediate office, as well as the proper handling of visitors, mail and other communications.
- b. To assure the protection of the Director and his staff during normal working hours and, when necessary, for the Director and for such classified material as he may have in his possession at his residence.
- c. To provide for the reception of visitors to the Director's office and perform such clerical duties as may be required by the Security Officer.

3. The positions proposed are as follows:

Security Officer	GS-12
Junior Agent	GS-7
Junior Agent	GS-7
Secretary (Receptionist)	GS-5

Attached as Tab B is the concurrence of the Assistant Director for Personnel. The Budget Division states in memorandum of 4 June 1954, Tab C, that this action will require a ceiling increase of four at an estimated cost of \$18,860 per annum. Also attached as Tab D is a memorandum to the DCI requesting approval for the transfer of four ceiling positions from the DCI Reserve.

4. Approval of this request will require an increase of four in the present personnel ceiling of the Director's Office, at an estimated cost of \$18,860. Your approval is recommended.

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - Concurrence of Budget Div.
- Tab D - Memo to the DCI (WITHDRAWN)

APPROVED:

Date:

JUL 31 1954

15/

L. K. MITCHELL
Deputy Director
(Administration)

DISTRIBUTION:

- Orig. 1 - Office of Personnel
- 2 - AD/A ✓ *Chrono & Subject*
- 2 - Office of the Director
- 1 - Director of Security
- 1 - Comptroller
- 1 - MS Comeback

MS/BKR:ee (28 June 1954) Deputy General Cabell
Approval was given by the Acting Director for the withdrawal of
four (4) ending positions from the Director's Reserve. Please
adjust your records accordingly.